

GST→ SST AutoCount Accounting Guide

What if I Choose Not to Upgrade to SST version

A c c o u n t | B i l l i n g | S t o c k | P O S | P a y r o l l



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Things to do

- AutoCount has released **AutoCount Accounting version 1.9.1.10** for SST Updates. For users of AutoCount Accounting 1.8/1.9 who are not SST Taxable Person, and decided not to do the upgrade, you need to **remove the system default tax codes**.
- Without doing so, the system will continue to execute the default tax code logic, which will be inappropriate stating 01 Sept 2018. So you must remove them at the **end of Aug 2018**.
- Default tax code to be remove in 5 places:
 - a) Tax Code Maintenance
 - b) Stock Item Maintenance
 - c) Debtor / Creditor Maintenance
 - d) Account Maintenance
 - e) Payment Method Maintenance (For Bank Charges only)

a) Remove Default Tax Code in Tax Code Maintenance

Step 1 :

Go to GST > Tax Code Maintenance



a) Remove Default Tax Code in Tax Code Maintenance

Step 2 :

2.1 Double click the tax code that is checked under "Is Default?"

2.2 Uncheck the checkbox of "Is Default"

2.3 Click on OK

Do the same for both Output Tax and Input Tax

Tax Code Maintenance

Hint: Here, you can create/configure your tax code that will be used for Sales and Service Tax (SST) or Goods and Services Tax (GST).

New Edit Delete Configure Malaysia GST

Tax Code	Description	Tax Acc. No.	Tax Percentage	Active	Govt. Tax Code	Is Default?	Is Zero Rate
Supply/Purchase: Purchase							
AJP-APBD	Input Tax 6% - Adj...	GST-3010	6	<input checked="" type="checkbox"/>	AJP	<input type="checkbox"/>	<input type="checkbox"/>
AJP-ARBD	Input Tax 6% - Adj...	GST-3010	6	<input checked="" type="checkbox"/>	AJP	<input type="checkbox"/>	<input type="checkbox"/>
BL	Input Tax 6% - No...	GST-9010	6	<input checked="" type="checkbox"/>	BL	<input type="checkbox"/>	<input type="checkbox"/>
IM	Input Tax 6% - Im...	GST-3010	6	<input checked="" type="checkbox"/>	IM	<input type="checkbox"/>	<input type="checkbox"/>
IM-CG	Input Tax 6% - Im...	GST-3010	6	<input checked="" type="checkbox"/>	IM-CG	<input type="checkbox"/>	<input type="checkbox"/>
IM-GDS	Purchase Imported...		0	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
IM-SVC	Purchase Imported...		0	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
NR	Input Tax 0% - No...		0	<input checked="" type="checkbox"/>	NR	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TX-ES	Input Tax 6% - To...	GST-9010	6	<input checked="" type="checkbox"/>	TX-ES	<input type="checkbox"/>	<input type="checkbox"/>
SR-S	Output Tax 6% - S...	GST-4010	6	<input checked="" type="checkbox"/>	SR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ZRE	Output Tax 0% - Z...		0	<input checked="" type="checkbox"/>	ZRE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ZRL	Output Tax 0% - Z...		0	<input checked="" type="checkbox"/>	ZRL	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Tax Code Maintenance

Tax Code: SR-S ☒ Active ☐ Default **2:2 Uncheck it**

Tax Account No: GST-4010 ☐ Zero Rate

Description: Output Tax 6% - Standard Rated Supplies

Tax Percentage: 6 %

Supply/Purchase: ☒ Supply ☐ Purchase

Govt. Tax Code: SR

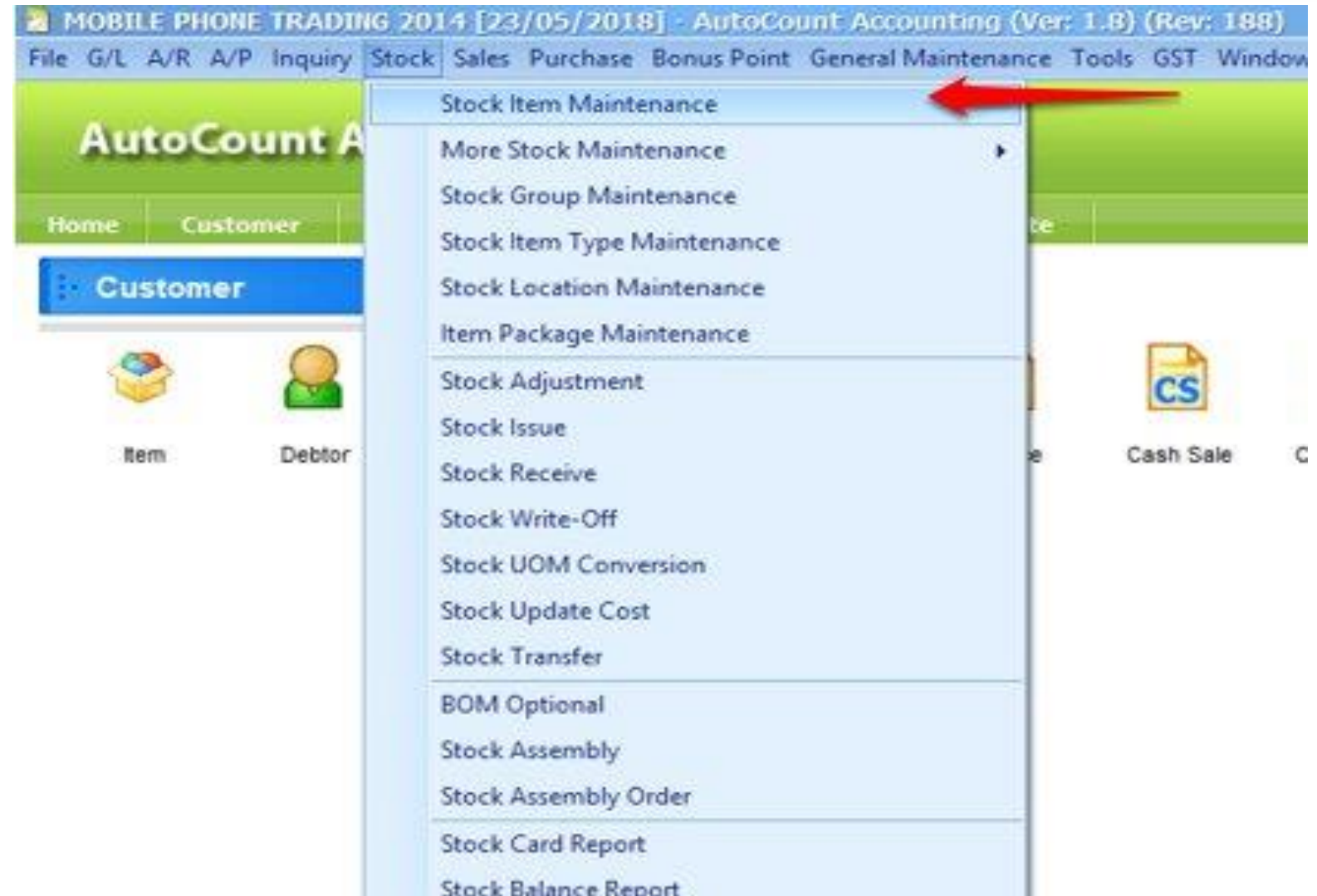
2:3 Click on OK OK Cancel

2:1 Double click the tax code

b) Remove Default Tax Code in Stock Item Maintenance

Step 1 :

Go to Stock > Stock Item Maintenance



b) Remove Default Tax Code in Stock Item Maintenance

Step 2 :

Click on Find Stock Item or Press F3

Stock Item Maintenance - MOBILE PHONE TRADING 2014 [23/05/2018] - AutoCount Accounting (Ver: 1.8) (Rev: 188)

File G/L A/R A/P Inquiry Stock Sales Purchase Bonus Point General Maintenance Tools GST Window Help Report

Stock Item

Hint: In this Stock Item window, you can create, modify, or delete stock item.

You can:

[Create a new Stock Item](#) [Find Stock Item](#) [Print Stock Item Listing](#)

or you can show a list of Stock Item, then find your Stock Item and apply the action on it.

[Edit](#) [View](#) [Delete](#) [Refresh](#)

Drag a column header here to group by that column

Item Code	Base UOM	UOM Count	Description	Supply Tax Code
00001	PC	1	00001	SR-S
00002	PC	1	00002	
001	PC	1	001	ZRL
002	KG	1	002	
003	KG	1	003	
1" x 2550MM S/Steel Flexible Hose	pc	1	1" x 2550MM S/Steel Flexible Hose	
50001	KG	1	50001	
aa	pc	1	aa	
aaa	pc	1	aaa	

b) Remove Default Tax Code in Stock Item Maintenance

Step 3 :

- 3.1 Empty the keyword and click on Search
- 3.2 All item will be show and click on Check All
- 3.3 Click on Easy Item

Find Stock Item

Keyword **3.1 Empty the keyword and click on Search**

Search Criteria

<input checked="" type="checkbox"/> Item Code	<input checked="" type="checkbox"/> Supplier / Customer Item Code	<input checked="" type="checkbox"/> Google like search	Stock Control: All
<input checked="" type="checkbox"/> Item Group	<input checked="" type="checkbox"/> Alternative Item Code	<input checked="" type="checkbox"/> Description	Is Active: All
<input checked="" type="checkbox"/> Item Type		<input checked="" type="checkbox"/> Description 2	Has Serial No: All
<input checked="" type="checkbox"/> Bar Code		<input checked="" type="checkbox"/> Note	Has Batch No: All
<input checked="" type="checkbox"/> UDF	Matching Method: OR	<input checked="" type="checkbox"/> Further Description	BOM: All

Search Result ☐ Keep Search Result

3.2 click on Check All

...	Item Code	Description	Item Type	Item Group	UOM	Total B...	Active?
<input checked="" type="checkbox"/>	00001	00001		AS	PC	-13.0000	<input type="checkbox"/>
<input checked="" type="checkbox"/>	00002	00002		AS	PC	24.0000	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	001	001		AS	PC	-30.0000	<input type="checkbox"/>
<input checked="" type="checkbox"/>	002	002		CHICK	KG	446.0000	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	003	003		CHICK	KG	276.0000	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	50001	50001		CHICK	KG	290.0000	<input type="checkbox"/>
<input checked="" type="checkbox"/>	aa	aa		AS	pc	15.0000	<input checked="" type="checkbox"/>

Record 1 of 19

3.3 click on Easy Item

b) Remove Default Tax Code in Stock Item Maintenance

Step 4 :

4.1 Click on select all icon

4.2 Click on range set icon

Easy Item Maintenance

Item Code	UOM	Rate	Description	Description 2	Item Group	Item Type	Lead Time	Duty Rate	Supply Tax...	Purchase T...	Shelf	Standard S...	S
001	PC	1.0000	001		AS			0.3	ZRL			35.00	
50001												15.00	
CRC													
CRC													

Item Code: 001 Group: AS Item Type:
 Description: 001
 Total Bal. Qty: -30.0000 Lead Time: Duty Rate: 0.3 %
 Supply Tax Code: ZRL Purchase Tax Code:
☐ Stock Control Costing Method: Weighted Average ☐ Controlled by Batch No ☐ Controlled by Serial No ☒ Calculate Bonus Point
 UOM: PC Rate: 1.0000
 Base UOM PC Sales UOM PC Purchase UOM PC Report UOM PC
☐ Has Promoter ☐ Discontinued ☒ Auto UOM Conversion ☒ Back Order Control

UOM Details Others

Price		Stock Level		Cost	
Standard Selling Price:	35.00	Min Qty:	0.0000	Balance Qty:	-30.0000
Standard Selling Price2:	0.00	Re-order Level:	0.0000	Re-order Qty:	0.0000
Min. Selling Price:	0.00	Normal Level:	0.0000		
Max. Selling Price:	-1.00	Max Qty:	0.0000		
Min. Purchase Price:	-1.00			Standard Cost:	30
Max. Purchase Price:	-1.00			Real Cost:	0

b) Remove Default Tax Code in Stock Item Maintenance

Step 5 :

- 5.1 Check the checkboxes of Supply Tax Code and Purchase Tax Code and both select for (null) tax code
- 5.2 Click on Apply

Range Set

Please specify the columns to be updated.

Item Range Set

☒ Description 001

☐ Description 2

☐ Item Group AS

☐ Item Type

☐ Costing Method Weighted Average

☐ Duty Rate 0.3

☐ Serial No No

☒ Supply Tax Code

☒ Purchase Tax Code

☐ Lead Time

☐ Stock Control

☐ Active

☐ Batch No

☐ Promoter

Item UOM Range Set

☐ Selling Price 35.00

☐ Selling Price 2 0.00

☐ Min Sale Price 0.00

☐ Max Sale Price -1.00

☐ Re-order Qty 0.0000

☐ Cost 30

☐ Min Purchase Price -1.00

☐ Max Purchase Price -1.00

☐ Min Qty 0.0000

☐ Max Qty 0.0000

☐ Normal Level 0.0000

☐ Re-order Level 0.0000

☐ Bar Code

☐ Shelf

☐ Redeem Bonus Point 0

☐ Weight 0

☐ Weight UOM

☐ Volume 0

☐ Volume UOM

☐ FOC Level 0.0000

☐ FOC Qty 0.0000

☐ Bonus Point Qty 0.0000

☐ Bonus Point 0

5.1 check it and choose for (null) tax code

ZRL

☐ Back Order Control Yes

Tax Code	Tax Rate	Description
DS-I	6.00	Output Tax 6% - Imported Services
ES	0.00	Output Tax 0% - Exempt Supplies
IES	0.00	Output Tax 0% - Incidental Exempt Supplies
SR-S	6.00	Output Tax 6% - Standard Rated Supplies
ZRE	0.00	Output Tax 0% - Zero Rated Supplies (Exports)
ZRI	0.00	Output Tax 0% - Zero Rated Supplies
(null)		

5.2 click on Apply

Apply Cancel

b) Remove Default Tax Code in Stock Item Maintenance

Step 6 :
Click on Save.

Easy Item Maintenance

2	Item Group	Item Type	Lead Time	Duty Rate	Supply Tax...	Purchase T...	Shelf	Standard S...	Standard S...	Standard ...	Min. Selling...	Max. Sellin...	Min. Purch...
				0.00				10.00			0.00	1.00	-1.00
				0.00				10.00			1.00	1.00	-1.00

Item Code: KITKAT Group: AS Item Type:

Description: KITKAT

Total Bal. Qty: 47.0000 Lead Time: Duty Rate: 0 %

Supply Tax Code: Purchase Tax Code:

☒ Stock Control Costing Method: Weighted Average ☐ Controlled by Batch No ☐ Controlled by Serial No ☒ Calculate Bonus Point

UOM: PC Rate: 1.0000

Base UOM PC Sales UOM PC Purchase UOM PC Report UOM PC

Price		Stock Level		Cost	
Standard Selling Price:	10.00	Min Qty:	0.0000	Standard Cost:	9
Standard Selling Price2:	0.00	Re-order Level:	0.0000	Real Cost:	0
Min. Selling Price:	10.00	Normal Level:	0.0000		
Max. Selling Price:	-1.00	Max Qty:	0.0000		
Min. Purchase Price:	-1.00				
Max. Purchase Price:	-1.00				

click on Save

c) Remove Default Tax Code in Debtor/Creditor Maintenance

Note : Do the same for Creditor Maintenance.

Step 1 :

Go to AR > Debtor Maintenance



c) Remove Default Tax Code in Debtor/Creditor Maintenance

Step 2 :

2.1 Right click on any column header and select Column Chooser

Debtor Maintenance - MOBILE PHONE TRADING 2014 [23/05/2018] - AutoCount Accounting (Ver: 1.8) (Rev: 188)

File G/L A/R A/P Inquiry Stock Sales Purchase Bonus Point General Maintenance Tools GST Window Help Report Others

Debtor

Hint: In this Debtor window, you can create, modify, or delete debtor.

You can:

[Create a new Debtor](#) [Find Debtor](#) [Print Debtor Listing](#)

or you can show a list of Debtor, then find your Debtor and apply the action on it.

[Edit](#) [View](#) [Delete](#) [Refresh](#)

Drag column headers here to group by that column

2.1 right click and select column chooser


Code	Company Name	Debtor Type	Currency Code	Phone 1	Area	Is Tax Registered
300-D001	DEBTOR A		MYR			<input checked="" type="checkbox"/>
300-D002	DEBTOR B		MYR			<input type="checkbox"/>
300-1000	ABC COMPANY		MYR			<input type="checkbox"/>
300-D003	DEBTOR C		MYR			<input checked="" type="checkbox"/>
300-K001	KHIM		USD			<input type="checkbox"/>
300-C001	CC		USD			<input type="checkbox"/>

- Sort Ascending
- Sort Descending
- Clear Sorting
- Group By This Column
- Hide Group By Box
- Remove This Column
- Column Chooser**
- Best Fit
- Best Fit (all columns)
- Filter Editor...
- Show Find Panel
- Show Auto Filter Row
- Auto Width
- Auto Filter
- Expand All

c) Remove Default Tax Code in Debtor/Creditor Maintenance

Step 2 :

2.2 Drag out the field of GST

Debtor 

Hint: In this Debtor window, you can create, modify, or delete debtor.

You can:


[Create a new Debtor](#) [Find Debtor](#) [Print Debtor Listing](#)

or you can show a list of Debtor, then find your Debtor and apply the action on it.

[Edit](#) [View](#) [Delete](#) [Refresh](#) ☒ Show this grid at startup

Drag a column header here to group by that column

Code	Company Name	Debtor Type	Currency Code	Phone 1	GST	Area	Agent	Active	Is Tax Registered
300-D001	DEBTOR A		MYR				IM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
300-D002	DEBTOR B		MYR				TAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
300-1000	ABC COMPANY		MYR				TAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
300-D003	DEBTOR C		MYR				ING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
300-K001	KHIM		USD					<input checked="" type="checkbox"/>	<input type="checkbox"/>
300-C001	CC		USD					<input checked="" type="checkbox"/>	<input type="checkbox"/>

Customization 

Fax 2

Group Company

GST

GST Status Verified Date

Has Bonus Point

Inclusive Tax

Last Modified Time

c) Remove Default Tax Code in Debtor/Creditor Maintenance

Step 3 :

- 3.1 Edit the debtor which have set default tax code
- 3.2 click on "Others" tab
- 3.3 at "GST" field, select the (null) tax code
- 3.4 Click on Save

Debtor

Hint: In this Debtor window, you can create, modify, or delete debtor.

You can:

3.1 Select the Debtor and click on Edit

Edit View Delete Refresh

Drag a column header here to group by that col

Code	Company Name
300-D001	DEBTOR A
300-D002	DEBTOR B
300-1000	ABC COMPANY
300-D003	DEBTOR C
300-K001	KHIM
300-C001	CC

3.2 Go tab Others

Edit Debtor Account - [300-D001] - MOBILE PHONE TRADING 2014 [23/05/2018] - Aut...

Edit Copy Debtor Window

Control Account : 300-0000 Debtor Type : ☐ Group Company

Company Name : DEBTOR A ☒ Active

Registration No. : Debtor Account : 300-D001

General Contact Branches **Others** Note

Sales Tax Exemption No. :

Expired Date : Rounding Method: Default Document Rounding Meth

Discount Percent (Footer): 0 ☐ Calculate discount on unit price

Detail Discount : 6% ☐ Inclusive?

GST : SR-S Tax Registration No. : 985497455152

Price Category : ☒ Tax Code Tax Rate Description

DS-I	6.00	Output Tax 6% - Imported Services
ES	0.00	Output Tax 0% - Exempt Supplies
IES	0.00	Output Tax 0% - Incidental Exempt Supplies
SR-S	6.00	Output Tax 6% - Standard Rated Supplies
ZRE	0.00	Output Tax 0% - Zero Rated Supplies (Exports)
ZRL	0.00	Output Tax 0% - Zero Rated Supplies
(null)		

3.3 select (null) tax code

Receipt Withholding Tax Co

Account created on : 28/06/2017

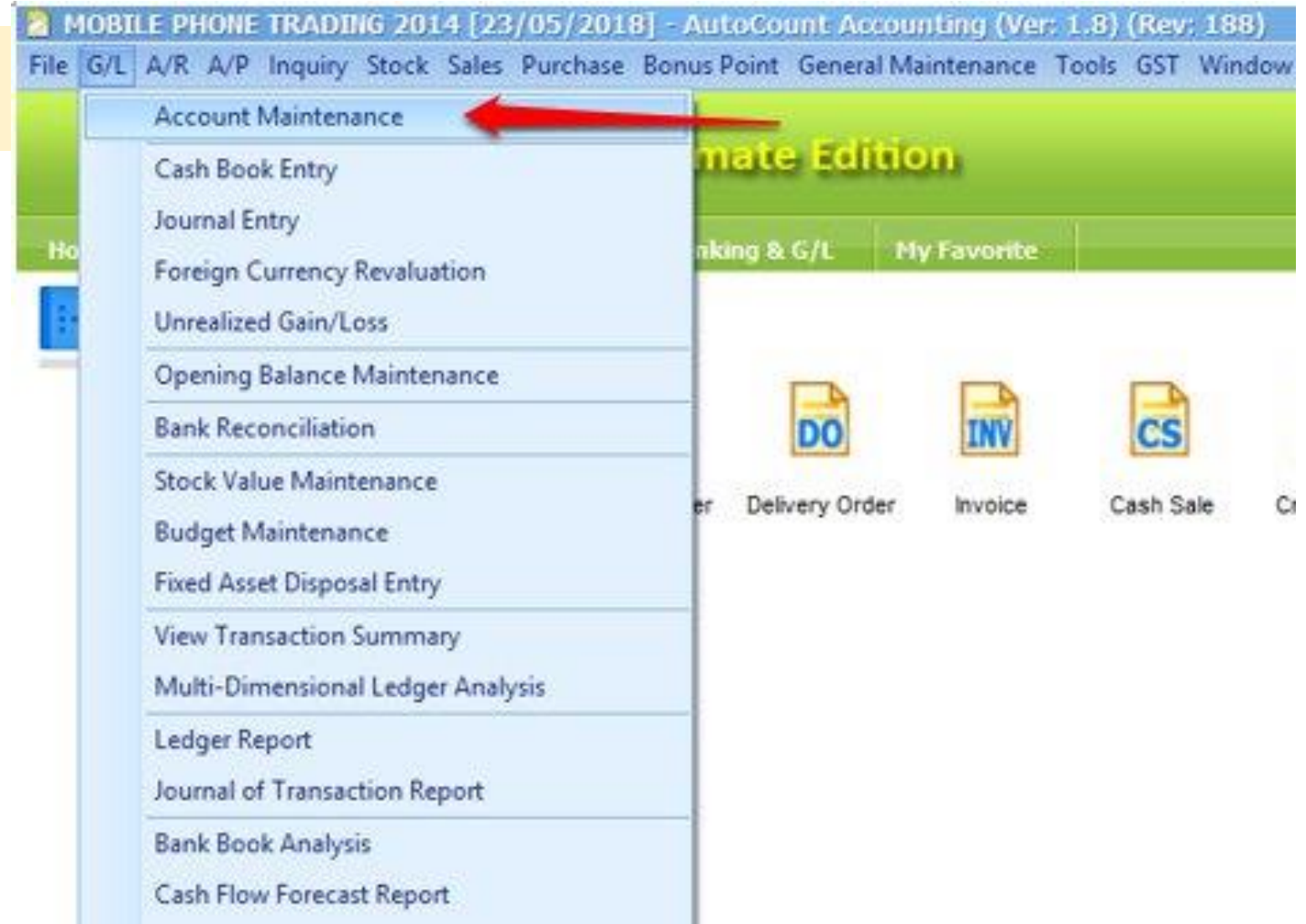
3.4 click on Save

Save Cancel

d) Remove Default Tax Code in Account Maintenance

Step 1 :

Go to GL > Account Maintenance



d) Remove Default Tax Code in Account Maintenance

Step 2 :

2.1 Select the account which have set default Input / Output Tax Code and click on Edit Account

2.2 Select (null) tax code

2.3 click on Save

Account Maintenance

Hint: Account Maintenance is the place you can create, edit, or delete accounts.

☒ Show All Accounts CURRENT ASSETS Find: Up-To-Date 27/08/2018

Description	Acc. No.	Speci...	Curr. Code	Cash Flow Cat...	Input Tax Code	Output Tax Code	Up-To-Date Bal...
CAPITAL							
CAPITAL	100-0000		MYR	F			-44,439.00
RETAINED EARNING							
RETAINED EARNING	150-0000	SRE	MYR	O			-43,523.42
RESERVES	151-0000		MYR	O			-3,813.44
FIXED ASSETS							
FIXED ASSETS	200-0000		MYR	I			
FURNITURES & FITTINGS	200-2000	SFA	MYR	I	TX-CG	SR-CG	9,741.00
ACCUM. DEPRN. - FURNITURES & FITTINGS	200-2005	SAD	MYR	I			-170,313.46
OFFICE EQUIPMENT							4,997.00
ACCUM. DEPRN. - OFFICE EQUIPMENT							-500.00
MOTOR VEHICLES							15,000.00
ACCUM. DEPRN. - MOTOR VEHICLES							-3,000.00
OTHER ASSETS							
GOODWILL							
CURRENT ASSETS							
TRADE DEBTORS							40,254.84
OTHER DEBTORS							-25.00
CASH AT BANK							
CASH AT BANK							-51,426.00
HLB BANK							-14,000.00
USD							90.00
STOCK							
STOCK	330-0000	SBS	MYR	O			
STOCK	330-0001	SRS	MYR	O			

2.1 Edit account

Edit Fixed Asset Account

Parent Account: FIXED ASSETS MSIC Code: Account No.: 200-2000 Currency Code: MYR Cash Flow Category: Investing Activities

Description: FURNITURES & FITTINGS 2nd Description: Input Tax Code: TX-CG Output Tax Code: SR-CG

2.2 select (null) tax code

Tax Code	Tax Rate	Description
TX-I	6.00	Input Tax 6% - Imported Services.
TX-S	6.00	Input Tax 6% - To Make Taxable Supplies (standard rated)
TX-Z	6.00	Input Tax 6% - To Make Taxable Supplies (zero rated)
ZP	0.00	Input Tax 0% - Purchase subject to GST other than standard rate
(null)		

2.3 click on Save

e) Remove Default Tax Code in Payment Method Maintenance

Step 1 :

Go to General Maintenance >
Payment Method Maintenance



e) Remove Default Tax Code in Payment Method Maintenance

Step 2 :

2.1 Edit the payment method which have set bank charge tax code

2.2 Select (null) tax code

2.3 Click on OK

Payment Method Maintenance - MOBILE PHONE TRADING 2014 [23/05/2018] - AutoCount Accounting (Ver: 1.8) (Rev: 188)

File G/L A/R A/P Inquiry Stock Sales Purchase Bonus Point General Maintenance Tools GST Window Help

Payment Method Maintenance

Hint: Payment Method is used to properly classify your accounting.

2.1 Select and edit the Payment Method

New **Edit** Delete

Drag a column header here to group by that column

Acc.Type	Payment Method	Bank A/C
SCH	CASH	320-0000
SBK	BANK	310-1000
SBK	credit card	310-1000
SDP	DEPOSIT RECEIVE	410-8888
SBK	usd	310-9999
SBK	HLB BANK	310-8899

2.2 select (null) tax code

2.3 click on OK

Payment Method Maintenance

Payment Method Type: ☒ Bank ☐ Deposit ☐ Cash ☐ Others ☒ Active

Payment Method: BANK Journal Type: BANK

Bank/Cash Account: 310-1000

Payment By: CHEQUE Payment Type: Cheque

Overdraft Limit: 0.00 (If this is an overdraft bank account, please specify the overdraft limit)

☒ Need to specify additional information such as cheque number or credit card number

Bank Charge

Bank Charge Account: 902-0000 Min. Bank Charge: 0.00

Bank Charge Rate: 0 % (Bank Charge Amount will be automatically calculated by this percentage)

☒ Merge Bank Charge Transaction In Bank Reconciliation Bank Charge Tax Code: TX-S

Business Reg. No. Business Name

GST Reg. No.

Document Numbering Format

Payment Document Numbering Format: PV Default

Receipt Document Numbering Format: RV Default

Merge B/Charge Trans.	B/Charge Tax Code
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	TX-S
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Tax Code	Tax Rate	Description
TX-ES	6.00	Input Tax 6% - To make Non-Incidental Exempt Supplies
TX-ES-CG	6.00	Input Tax 6% - Capital Goods Acquired To make Non-Incidental Exempt Suppl...
TX-I	6.00	Input Tax 6% - Imported Services.
TX-S	6.00	Input Tax 6% - To Make Taxable Supplies (standard rated)
TX-Z	6.00	Input Tax 6% - To Make Taxable Supplies (zero rated)
ZP	0.00	Input Tax 0% - Purchase subject to GST other than standard rate
		(null)

OK Cancel

Record 2 of 6

Friendly Reminder

- For AutoCount Accounting 1.9 users who are not SST taxable person, you are encouraged to update to SST version. With this update, you do not need to do SST Configuration, and system will **EMPTY the tax code** for any document dated 01 Sep 2018 onwards.
- Please be informed that pursuant to Section 6, Goods and Service Tax (Repeal) Act 2018, all GST Registrants are required to **submit the GST-03 Return** on the **final taxable period** and **make full payment** for the amount of tax payable in connection with the supply, for the **last taxable period within 120 days from 01.09.2018 (before 29.12.2018)**.

That means regardless of your taxable period (1 month or 3 months), GST will stop at the end of 31/8/2018.

You may refer to : https://static.miraheze.org/autocountwiki/f/fb/Submission_GST-03.pdf

Recommendation: though you may do your final submission in Sept 2018, it will be better to do so in later time to minimize the possibilities of amendments and adjustments along the time.

Thank You

A c c o u n t | B i l l i n g | S t o c k | P O S | P a y r o l l



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